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February 11, 2011

REQUEST FOR PROPOSAL TO PROVIDE ENGINEERING SERVICES

1. **General:** The Bedford County Public Service Authority (hereinafter referred to as the Authority) seeks proposals from qualified professional engineering firms to provide selected engineering services and assistance under a term contract on an as needed basis. The Authority provides water and sewer services to residents and businesses within Bedford County.
2. **Scope of Services:** To accomplish its mission of providing quality water and sewer services to its customers, the Authority owns and operates various facilities for the production, treatment, and distribution of water, and the collection and transportation of wastewater. Professional engineering services are required to assist the Authority with its operations and with particular projects. Services needed may include but not necessarily be limited to the following:
 - a. Prepare feasibility studies, cost estimates, and preliminary engineering reports.
 - b. Provide survey, design, administration, and inspection services for construction projects.
 - c. Perform analyses and modeling of existing systems to assess impact of new facility construction.
 - d. Attend and provide summary reports at regular Authority Board meetings, if requested.
3. **Selection Process and Schedule:** The selection of one or more firms will be made in accordance with the procedures outlined in § 2.2-4301 Sections 3.a, "Procurement of Professional Services" in the Code of Virginia (Current through End of 2010 Reg. Sess.). The following schedule is anticipated:
 - a. Deadline for proposals 4:00pm – Tuesday, March 15, 2011
 - b. Short list notification Friday, March 25, 2011
 - c. Interviews of short list candidates Thursday, March 31, 2011
 - d. Negotiations with firms based on ranking April 5-8, 2011
 - e. Award of contract Tuesday, April 19, 2011
 - f. Contract Term begins..... April 20, 2011
4. **Contents of Proposals:** Each firm that wishes to submit a proposal in response to this Request, must submit four (4) copies of its written proposal. The proposals must contain a Standard Form (SF) - 254 plus other information sufficient to assist the Authority in its evaluation of the firm's abilities according to criteria listed below and such information as the firm may feel is relevant to fully demonstrate its capabilities. The Authority reserves the right to reject any and/or all proposals submitted.

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5. Evaluation of Proposals: Selection criteria will include but not be limited to the information contained in SF- 254. Specific attention will be paid to the following items:
 - a. Qualifications and experience of the individuals who will perform and supervise the work requested by the Authority.
 - b. The knowledge and familiarity with Bedford County and the existing and proposed water and sewer facilities in the Authority's service area.
 - c. The performance of the firm in similar situations and projects that may be anticipated by the Authority.
 - d. The corporate philosophy and approach employed in problem solving.
 - e. The technical capabilities of the firm; including the ability of the firm to utilize Bedford County's and the Authority's GIS data.
 - f. The ability and willingness to use local consultant's services, whenever possible, to perform various aspects of the work.
 - g. The ability to provide the Authority with digital files through out the project; this includes but is not limited to: Adobe Acrobat Portable Document Format (PDF), AutoCAD (DWG), Microsoft Word (DOC), Excel (XLS), etc. All hard copy deliverables upon the completion of any given project must also be able to be transmitted digitally.
 - h. The ability to communicate and exchange digital files with the Authority via electronic mail.
6. Term of Contract: The Authority will enter into a one year contract with one or more engineering firm(s) selected. The contract(s) will provide for the renewal for up to four successive one year terms, thereby permitting a possible maximum contractual total term of five (5) years.
7. Mandatory Provisions: The proposal constitutes an offer by the firm which shall remain open and irrevocable for a period of 90 days from the deadline for submitting proposals stated in Section 3 above.
8. Questions pertaining to this Proposal: Any questions related to this proposal shall be directed to Rhonda English (r.english@bcpsa.com or 540-586-7679 ext. 108) before 4pm on March 11, 2011.
9. Submittal: The proposals must be submitted to the Authority at the address on the letterhead by the date show in section 3. Electronic submissions (including faxes) are not allowed. The proposals shall be directed to the attention of Rhonda English, PE – Engineering Manager.